

SAVANNAH LGBTQ+ ORAL HISTORY PROJECT GUIDE



SAVANNAH
Municipal Archives

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Staff Contacts:

Luciana Spracher, Director
Lspracher@savannahga.gov
(912) 663-7075

Kelly Zacovic, Archivist
Kzacovic@savannahga.gov
(912) 651-4212

www.savannahga.gov/MunicipalArchives
www.savannahga.gov/LGBTQHistory

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Section 1: Interviewee (Subject) Guide

Before the Interview

- You will be given the Savannah LGBTQ+ Oral History Project Guide to review. This packet provides information about the project and summarizes what will happen during and after the interview. It includes an example of the release form that you will be asked to sign prior to your interview being recorded.
- Your interview can be recorded remotely utilizing Zoom or in-person (at a location convenient and comfortable for you and your interviewer).
- You will have the opportunity to discuss your interview with the volunteer scheduled to interview you in advance of your appointment. You can also request to speak with the archivist organizing the project. You can request as many discussions as you need prior to your interview – we want you to feel comfortable going into your interview!
- You will be provided a topic list in advance of your interview and given the opportunity to select topics you would like to talk about, as well as those you want to steer clear of. You can also request a full question list prior to the interview.
- You will be asked if you are comfortable being interviewed using video. If you are not, we can arrange for the interview to be audio only.
- You may be asked to do a short technology check Zoom meeting a few days before your interview. This allows us to make sure everyone's technology and computers are working.
- If you would like to gather some photographs or documents that relate to your history and experiences to bring to your interview to discuss, feel free to pull those out.

What to Expect During Your Interview

- Your interview will feel similar to any regular Zoom meeting, except for the fact that it is being recorded. The person interviewing you will have a list of questions to ask you (you will have pre-selected the topics you want to discuss). The interviewer may not say as much as a friend would during a regular conversation. This is because they are there to guide you through the interview. The interview is all about you, not the person interviewing you.
- At the beginning of the interview, the interviewer will read a statement that includes your names, the name of the project, and the date.
- Most interviews last approximately one (1) to two (2) hours. However, your interview may be shorter or longer. If it looks like your interview will be very long, we may schedule a second interview. Talking about yourself can be quite tiring, so you should feel free to let the person interviewing you know that you need to take a rest or stop interviewing for the day.
- Interviews can be quite emotional. We always recommend having a supply of tissues on hand. Talking for a long time can also make you thirsty, so have a glass of water available too.
- You can always decline to answer a question. Just say so and the interviewer will skip to the next question.
- After the interview, you may be tired, so try to rest for a while.

- If you are being interviewed in person, you may be asked to pose for a still photograph to accompany your video recording. If you do not want to take this portrait photograph, you can decline to have it taken.

The Release Form

- Prior to your interview, you will be asked to sign a release form. This form officially transfers ownership of your interview to the City of Savannah Municipal Archives, where it will be preserved and made accessible to the public for research.
- When the interview has been processed into the Savannah LGBTQ+ Oral History Collection, you will be provided a link to the collection finding aid/inventory and the interview recording. You will have the right to copy, use, or publish your interview.
- The release form will ask you to provide:
 - Personal information including name, address, email, telephone number
 - When interview will be made available (options include: immediately; or closed for a certain number of years)
 - Option to choose a pseudonym (alternative name)

After the Interview

- Once you have completed your interview, the archivist can send you a copy electronically.
- The interview will go in the queue for processing into the collection. At this time, the collection will be made available online through MP4 (video) or MP3 (audio) files. Transcriptions may be produced in the future. If transcriptions are prepared, they would involve typing, word-for-word, everything that was said in the interview.
- Final products of your interview, audio or video files (and transcript files) will be made available publicly through the Municipal Archives' website (www.savannahga.gov/MunicipalArchives).
- You can share your interview in any way you want.

Making the Most of Zoom

- ***Lighting:***
 - If possible, be in a quiet location with natural light.
 - Make sure the light is facing you and not behind you.
 - Avoid directly facing a window (this protects your eyes).
- ***Getting the Right Angle:***
 - Have your camera at eye level. Adjust the height of your monitor to keep your face up (you can use books or boxes to help raise up the monitor or laptop).
- ***Location:***
 - Try to find a quiet place with few distractions, visually or audibly.
 - Consider using headphones if you are in a place that might have background noise.
 - Make sure you are physically comfortable in your chair.
- ***Zoom Set-Up:***
 - Please have the name you want connected to this history in your Zoom profile.

- To do this, once in the meeting click the three dots that appear as you hover your cursor over your image. A drop-down menu will appear. Select “Rename” and type the name you would like.
- The interviewer can also help rename you in the system if needed.
- See the Zoom Guide in Section 8 for more information.
- *What To Wear:*
 - Please wear anything that makes you feel comfortable. Do not wear stripes. Consider wearing solid colors, avoiding all black or all white.

The Savannah LGBTQ+ Oral History Project will be an evolving project as we work with the community and volunteers. The Municipal Archives staff welcomes your feedback about the information provided in the guide, interaction with project volunteers and sitting for interviews. Your feedback will help us continually make the project and process better for all the participants contributing their oral histories to the project. Please reach out to us if you have experienced any problems or see any issues with the information we have presented in the project.

Thank you!

Section 2: Sample Release Form

The Release Form is available online or in a paper version. The paper version is designed to be signed by both the interviewee and the interviewer together during an in-person interview.



Municipal
Archives

SAVANNAH LGBTQ+ ORAL HISTORY PROJECT INTERVIEW RELEASE FORM

All recordings, transcripts and photographs, as well as electronic renderings of the same, resulting from interviews conducted by or for the City of Savannah shall become the property of the City of Savannah. The City shall have full physical custody and intellectual property rights of all materials generated by the interviews in perpetuity for all non-profit use. Typical uses may include, but are not limited to, scholarly and other publications, audio/visual and electronic presentations (including programs on Government Channel 8), exhibits, and websites (www.savannahga.gov). Original interview materials will be transferred to the City of Savannah Municipal Archives, where they will be housed and maintained according to accepted archival principles and procedures to ensure both preservation and accessibility to researchers.

We, the undersigned, have read the above. The interviewer affirms that she/he has explained the nature and purpose of this oral history research. The interviewee affirms that she/he has consented to the interview. The interviewer, interviewee, and videographer and photographer (when applicable), hereby give grant and assign all rights, title and interest, including copyright, of whatever kind from this information and interview to the City of Savannah.

Interviewee: _____ Date of Interview: _____

Permission given to record
(check all that apply):

☐ Video ☐ Audio ☐ Still Photograph

Restrictions placed
on opening interview
to research

☐ No restrictions

(please check one):

☐ Closed to research for: ☐ 5 years ☐ 10 years ☐ 20 years ☐ _____ years

☐ Interviewee would like interview catalogued under a pseudonym/alternative name (real name will not be available to the public)

Alternative
Name: _____

Interviewee (please print):

Name: _____

Address: _____

Telephone: _____

Email: _____

Signature: _____

Date: _____

Interviewer (please print):

Name: _____

Address: _____

Telephone: _____

Email: _____

Signature: _____

Date: _____

Thank you for your cooperation and generosity! Contributions like yours help us to preserve and share the unique history of the Savannah with our community, as well as future generations of citizens and visitors.

FOR MUNICIPAL ARCHIVES STAFF USE ONLY

Received by: _____

Date: _____

The online version is designed to be completed separately by both parties in advance of a Zoom session. The online version is available at:

<https://www.savannahga.gov/FormCenter/Municipal-Archives-30/Savannah-LGBTQ-Oral-History-Release-Form-324>. The following screenshots show you what it looks like. Once you fill it out and submit it, you can receive an emailed copy of your submission.

Savannah LGBTQ Oral History Release Form

Save Progress

Prior to completing an oral history for the Savannah LGBTQ+ Oral History Project, both the interviewee and the interviewer will be asked to complete a release form to ensure that they both agree to be recorded for the interview and agree for the interview to be preserved in the City of Savannah Municipal Archives. The release form also addresses terms of access and restriction regarding the oral history now and in the future in order to protect the interviewee.

All recordings, transcripts and photographs, as well as electronic renderings of the same, resulting from interviews conducted by or for the City of Savannah shall become the property of the City of Savannah. The City shall have full physical custody and intellectual property rights of all materials generated by the interviews in perpetuity for all non-profit use. Typical uses may include, but are not limited to, scholarly and other publications, audio/visual and electronic presentations (including programs on Government Channel 8), exhibits, and websites (www.savannahga.gov). Original interview materials will be transferred to the City of Savannah Municipal Archives, where they will be housed and maintained according to accepted archival principles and procedures to ensure both preservation and accessibility to researchers.

I, the undersigned, have read the above. The interviewer affirms that she/he has explained the nature and purpose of this oral history research. The interviewee affirms that she/he has consented to the interview. The interviewer and interviewee hereby give grant and assign all rights, title and interest, including copyright, of whatever kind from this information and interview to the City of Savannah.

Interviewee's Name:*

Scheduled Date of Interview (if known):

Permission given to record (check all that apply):*

☐ Video
☐ Audio
☐ Still Photograph

Restrictions placed on opening interview to research (please check one):*

☐ No restrictions
☐ Closed for research for 5 years
☐ Closed for research for 10 years
☐ Closed for research for 20 years
☐ Closed for research for (please specify # years)

Specify # years

Interviewee would like interview catalogued under a pseudonym/alternative name (real name will not be available to the public). If applicable, list alternative name here:

Interviewee/Interviewer Information

First Name*

Middle Name

Last Name*

Suffix

Luciana

Spracher

Email*

Phone Number*

email@email.com

(123) 456-7890

Address1

Address2

City

State

Zip

Name*

Click to accept*

☐ I accept the release statement above

Thank you for your cooperation and generosity! Contributions like yours help us to preserve and share the unique history of Savannah with our community, as well as future generations of citizens and visitors.

Section 3: Interviewer (Volunteer) Guide

Contacting Potential Interviewees

- When you reach out to the interviewee, they may be shy or self-deprecating, believing they have nothing to contribute. Encourage them that all have something to contribute to Savannah's history and the LGBTQ+ story and that through the interview process it will come out.
- When you are assigned a potential interviewee to reach out to, you will be provided their contact information and may be given information about them which has led us to believe they are important to this project. Treat this information confidentially. The potential interviewee may not be out, may decline to be interviewed, or may be interviewed but place restrictions on their interview. You should not publicly discuss who you are reaching out to and who you are interviewing until they have signed their release form and indicated the access status of their interview. You can talk about your work with the Savannah LGBTQ+ Oral History Project and we encourage you to spread the word about the project, but ask that you respect the individual potential interviewees and those that have completed their interviews if they have placed restrictions on their interviews.

Let the Interviewee Do the Talking

- Ask open-ended questions that begin with who, what, where, why, how.
- Avoid asking questions that can be answered with a yes or no.
- Avoid asking several questions in the guise of one.
- Avoid leading or prejudicial questions.
- Avoid interrupting the interviewee.
- Make encouraging and friendly facial expressions and gestures but avoid verbalizing too much while the interviewee is speaking.
- Be direct and to the point.

What Questions to Ask

- The basic question list should be considered a guide. Your interviewee might have a special background which you wish to focus on, or topics might arise spontaneously during the interview that take the oral history off in a direction all its own. The basic question list is intended to help you in case neither of those situations apply.
- Not all questions on the basic question list will apply to everyone. Review the list before each oral history interview and decide which questions apply to the person you are interviewing. You can also let the interviewee look through the list beforehand (some will require you provide the list in advance). You can explain to them that it is not a goal to cover all the topics or questions. The interview should focus on whatever is most vivid or important to the narrator.
- Whenever possible, try to associate their stories or memories to approximate dates (if not specific years, than events, for instance "when JFK was shot," "when I was a junior in high school, "mid 70s" for example).

When to Call it Quits

- Let the interviewee determine how far to take any of the topics and when to call it quits.
- If the interviewee declines to answer a question, simply move on.
- Confirm difficult spellings before the interviewee leaves the interview.

Take a Photograph

- If recording the oral history in person, and they agree, take a still photograph of the interviewee (on a cell phone is fine).

Test Your Tech

- Prior to conducting your first oral history interview utilizing Zoom, conduct a test interview with a member of the Municipal Archives staff to ensure you understand how to use the technology.

The Savannah LGBTQ+ Oral History Project will be an evolving project as we work with the community and volunteers. The Municipal Archives staff welcomes your feedback about the information in the guide, working with Zoom, reaching out to potential interviewees and conducting interviews. Your feedback will help us continually make the project and process better for all the volunteers now and in the future, and for the participants contributing their oral histories to the project. Please reach out to us if you see any issues or problems as you work with interviewees.

Section 4: Topic List

All interviewees will be asked questions in these topics:

- Basic Biographical Information
- Savannah LGBTQ History

Optional topics (interviewees can select additional topics they wish to discuss):

- Coming Out
- Family Background and Growing Up
- Race and Ethnicity
- Religion and Spiritual Leanings
- Class and Economic Background
- Education
- Social Life
- Career
- Relationship History
- Children
- Major Historical Events in Your Lifetime
- Military Experience
- Institutions (experience, if any, with hospitals, mental health facilities, courts, jail system)
- Political Movements and Activism
- Role Models
- General Feelings about Identity/Orientation
- Stories, Advice, and Unwritten Codes of Conduct
- Sex
- Suggest Your Own

Section 5a: Basic Question List

All interviewees will be asked the following questions as part of their oral history interview

Introduction (Interview Oral Stamp):

Today is _____ [full date, Month, Day, and Year]. It is ____ am/pm. This is _____, representing the City of Savannah's Municipal Archives as a volunteer. I am interviewing _____ for the Savannah LGBTQ+ Oral History Project. We are conducting this interview at _____ [location of interview]. Thank you for joining us today.

Basic Biographical Information

- Let's start by having you tell us your full name? [ask them to spell it if necessary; they can provide a pseudonym if they prefer-this should be included on their release form]
- When and where were you born?
- If not native of Savannah, when did you come here and why?
- Please tell us your pronouns and how you identify.

Savannah LGBTQ History

- Describe your involvement with the LGBTQ community in Savannah?
- How would you describe Savannah's current relationship with the LGBTQ community?
- How have you seen Savannah's relationship with the LGBTQ community change over the years?
- In your time in Savannah, were there specific places or organizations in Savannah that you would describe as safe or inclusive for the LGBTQ community, and why?
- Do you think Savannah, at this time, would be considered an inclusive community? Why or why not?
- Who were some of the important leaders in Savannah's LGBTQ community and what were their contributions?
- Are there specific events or traditions in Savannah's LGBTQ community that need to be documented?
- Do you recall any pivotal points in time or major events that were turning points in Savannah as it relates to the LGBTQ community, either positively or negatively?
- Can you speak to the AIDS crisis in Savannah?
- Are there any specific landmarks in Savannah associated with LGBTQ history (businesses, buildings, sites, historical markers, etc.)?
- What future do you imagine for Savannah as it relates to the LGBTQ community?
- What would you say to young LGBTQ people today or those who come along in the future?
- Anything else you would like to share with us about the LGBTQ community and its history in Savannah?

Thank you for sharing your history with us today!

Section 5b: Optional Question List

The following topics and questions will only be asked if the interviewee has indicated they want to cover a specific topic. You can cover all or none of these topics, as appropriate or desired.

Coming Out

- When were you first aware of sexual identity? How did that happen?
- How do you define coming out?
 - To self?
 - To other gay people?
 - To straight people (how and when did you first tell them)?
- What influenced your coming out?
- How were you received when you came out?
- What was your first visit to a gay-related place or event like?
 - What did you expect to find?
 - Did the reality fit your expectations or was it completely different?

Family Background and Growing Up

- When and where did you grow up?
- What did you want to be when you grew up?
- Do you remember what inspired those dreams?
- Any early signs about later orientation? (playing with children of the opposite sex, preferring opposite sex games and activities)
- Was there acceptance or rejection of these activities or of emerging expressions of identity by your family members?

Race and Ethnicity

- What is your ethnic background?
- Did your race or ethnicity make a difference regarding social acceptance, either being accepted within the gay community because of your race/ethnicity or being accepted within your ethnic community because of your sexual orientation? How?
- Did you find bars or social clubs to be segregated? (by official policy or by custom)
- How did LGBT people of color and LGBT white people get along?
- Have you been involved in any ethnic-specific LGBT groups or organizations?
- Have you been involved in interracial relationships? If yes, what did you learn from that experience?
 - What were the attitudes of others you knew to such relationships?
- Did you know others in the gay community that were involved in the Civil Rights movement (African American) or were especially supportive of racial integration and fairness?
- Did you know others in the gay community who were racial bigots or expressed racial prejudice?
- Did being part of the LGBT community bring you in contact with people of different ethnic backgrounds?
 - How did that affect your outlook on the world?

Religion and Spiritual Leanings

- In terms of religion or spiritual leanings, what is your family background or your own personal beliefs?
- Have there been changes or an evolution of your personal beliefs in relation to your sexuality over the course of your life?
- Are you a member in any LGBT religious or spiritual groups or organizations?

Class and Economic Background

- Were your circumstances comfortable when growing up?
- Were opportunities available to you for education and a career, or did you feel these to be limited?
- Did circumstances change as you got older, if so why?
- Were class issues important to your political views and/or activities?
- Did being part of the LGBT community bring you in contact with people of different class backgrounds?
 - How did that affect your outlook?

Education

- What is your level of education?
- What kind of gay sexual education was available to you growing up?
- Were there opportunities to meet other LGBT people in your educational settings? Were there college of school organizations?
- Did some departments or subjects have a reputation for attracting LGBT students or faculty? Which ones? In your opinion, was this reputation accurate?
- Did fellow students discuss different forms of sexuality?
 - In your opinion, was their information correct?
 - Did you learn from it?

Social Life

- What were the clues to find or identify others in the LGBT community? (dress, language, body language, something else)
- How did you meet other LGBT people at first?
 - Did this change over time?
- Where did you meet other LGBT people (bars, meeting halls, music venues, halls in supportive churches, etc.)? Please name specific Savannah examples, if possible.
- Did single people and couples socialize differently?
- Were there private social networks or organizations?
- Were you a part of any particular subcultures or what subcultures were prominent locally here in Savannah?
- Were there class- or race-specific groups or subcultures?

Career

- What occupation(s) have you worked in?
- Were you out at work? What were the results?

Relationship History

- Are you or have you been married? Can you tell us more about that relationship?
- Are you or have you been in a long-term relationship? Care to tell us about that?

Children

- Do you have children?
- If yes, are they the result of previous straight relationships, or within gay/lesbian community?
- How do you think your identity affected them?

Major Historical Events in Your Lifetime

Examples: WWII, Civil Rights movement, JFK/MLK assassinations, Vietnam War, Stonewall, etc.

- Ask if there is a significant event like one of these that stands out.
- How old were you during this?
- Why was it significant to you?

Military Experience

- Have you served in the military? If so, provide a little background on your service (branch, years served, etc.)
- Were you able to be out while you were serving?
- What was it like for gays/lesbians at the time you served (tolerance, witch hunts)?
- Did sexual identity affect bonding with others?
- Do you have combat experience? If yes, how did that affect you?

Institutions (experience, if any, with hospitals, mental health facilities, courts, jail system)

- Did you ever experience involuntary commitment or extreme therapies?
- Did being gay (lesbian, etc.) make a difference in the treatment you were provided?
- Have you had problems with drugs or alcohol? Are you okay talking about it?
 - If yes, how did recovery or healing happen?
 - What resources for LGBT people were there?
- Have you been through the court system, arrested, or imprisoned for any reason? If yes, did being gay (lesbian, etc.) make a difference in the treatment or due process you received?
- How have social or mental health resources for gay people evolved over time?

Political Movements and Activism

- Are you involved in LGBTQ political activism? If yes, how so?
 - How did political thinking or the political climate affect your involvement in or support of gay rights?
- What were the political values you grew up with (family's, peer group's, etc.)?
- Were/are you involved with political activism/causes other than gay rights? If yes, which ones?
- Did other movements influence your political values (for instance non-violence, anti-war, Civil Rights, etc.)?

Role Models

- Who were your role models when you were growing up?
- Who are your role models as an adult?
- Who do you see as role models in the LGBTQ+ community (locally or globally)?

General Feelings about Identity/Orientation

- Did you ever feel depressed or limited by your sexual identity or orientation?
- Did you feel special or enlightened about it?
- Have you ever felt threatened or been in physical danger?
- What things have made you feel proud about being part of the LGBT community?

Stories, Advice, and Unwritten Codes of Conduct

- Did you hear older members of the community talk about what times were like in their youth? Do you remember any specific stories?
- Did you get advice from elders or anyone else on how to act or how to be?
- Were there any specific social taboos, no-nos that you knew not to do?
- Did you act or feel differently when you were with straight people as opposed to others in the LGBT community? If yes, explain the differences.
- Did you meet others you knew right off that you wanted to emulate because they impressed you strongly? Why, what was it about them that made you feel that way?
- What role models did popular culture provide for you?

Sex

- Are you comfortable talking about sexuality and specific practices regarding sex? If yes:
 - What words or slang were used for sex?
 - Can you talk about values of self and/or friends regarding sex, monogamy, casual sex, AIDS awareness, safe sex, etc.
 - Are there differences between gay male and lesbian attitudes and values?
 - Were there specific practices that were looked down on?

Section 6: Volunteer Scripts

Scheduling Interviews and Introducing Yourself

Working with the City of Savannah Municipal Archives' staff, volunteers will be assigned potential interviewees to reach out to. For some of these individuals, this may be the first time they are hearing about the project so the following details and talking points may be helpful for you to introduce them to the project and assist you in encouraging them to participate. If you find that they are not receptive to working with you, take notes on your conversation and their concerns and report back to Municipal Archives' staff. We may simply need to assign a different volunteer to them or find a go between to help ease them into the project. They may also need to hear from friends of theirs who have already participated.

- My name is _____. I'm a volunteer with the Savannah LGBTQ+ Oral History Project and I was given your name by the City of Savannah Municipal Archives as a potential participant for the project.
- The Savannah LGBTQ+ Oral History Project has been launched by the Municipal Archives to gather the history of Savannah's LGBTQ+ community firsthand from the individuals who are living that history to ensure that it is preserved for future generations.
- We have been compiling a list of potential interviewees from various sources and individuals and we are interested in interviewing you for this project.
- You were suggest to us by _____ because _____.
- The interviews will become part of a collection at the Municipal Archives that will be available to the public for research, but participants will have the opportunity to restrict their identities or when their interviews become open for research.
- Interviews can be recorded via Zoom or in person, as well as using video or audio only, and you have the option to be interviewed anonymously.
- We have an interviewee guide for the project that I can provide you to look over that should answer many of your questions.
- The guide includes a topic list that you can select from, to ensure you are comfortable with the topics and questions we cover in the interview.
- Do you have any questions at this time?
- Can I send you the interviewee guide (ask for email or mailing address) and then follow-up with you in a week or so?
- Are you ready to schedule an interview or would you like some time to think it over?

Interview Oral Stamp Script

At the beginning of each interview, the interviewer (volunteer) should read the following statement before asking any questions. This statement provides an oral stamp on the recording.

Today is _____ [full date, Month, Day, and Year]. It is ____ am/pm. This is _____, representing the City of Savannah's Municipal Archives as a volunteer. I am interviewing _____ for the Savannah LGBTQ+ Oral History Project. We are conducting this interview at _____ [location of interview]. Thank you for joining us today.

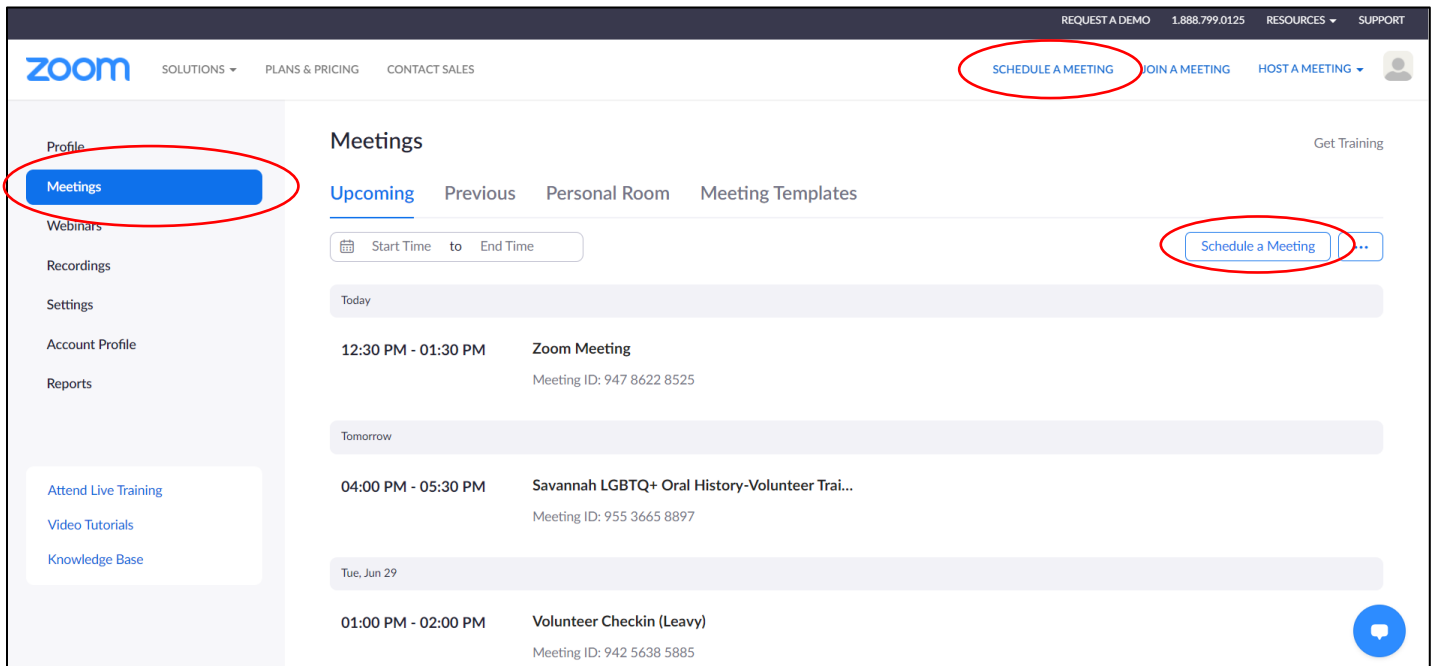
Section 7: Interview Checklist

- ☐ Schedule Session with Interviewee
- ☐ Schedule Recording
 - Zoom Meeting Recording (Use your own account or coordinate with the Municipal Archives to use their account)
 - In-Person Recording (Coordinate with the Municipal Archives for equipment and recording location)
- ☐ Notify Interviewee of Zoom Link or In-Person Location
- ☐ Secure Release Forms (signed by Interviewee and Interviewer)
 - If by Zoom, do in advance of Zoom meeting
 - If In-Person, do at beginning of session
- ☐ In-Person Interviewee Photograph (take prior to starting interview recording)
- ☐ Ensure all technology is set up and working
- ☐ Begin Recording (make sure to turn recording setting on)
- ☐ Read Introduction/Interview Oral Stamp Script
- ☐ Conduct the oral history interview
- ☐ Make sure to say thank you at the end of the interview, which will also signal the end of the recording
- ☐ Turn off the recording (make sure to turn off recording setting on Zoom or the camera)
- ☐ Send release forms and recordings to the Municipal Archives

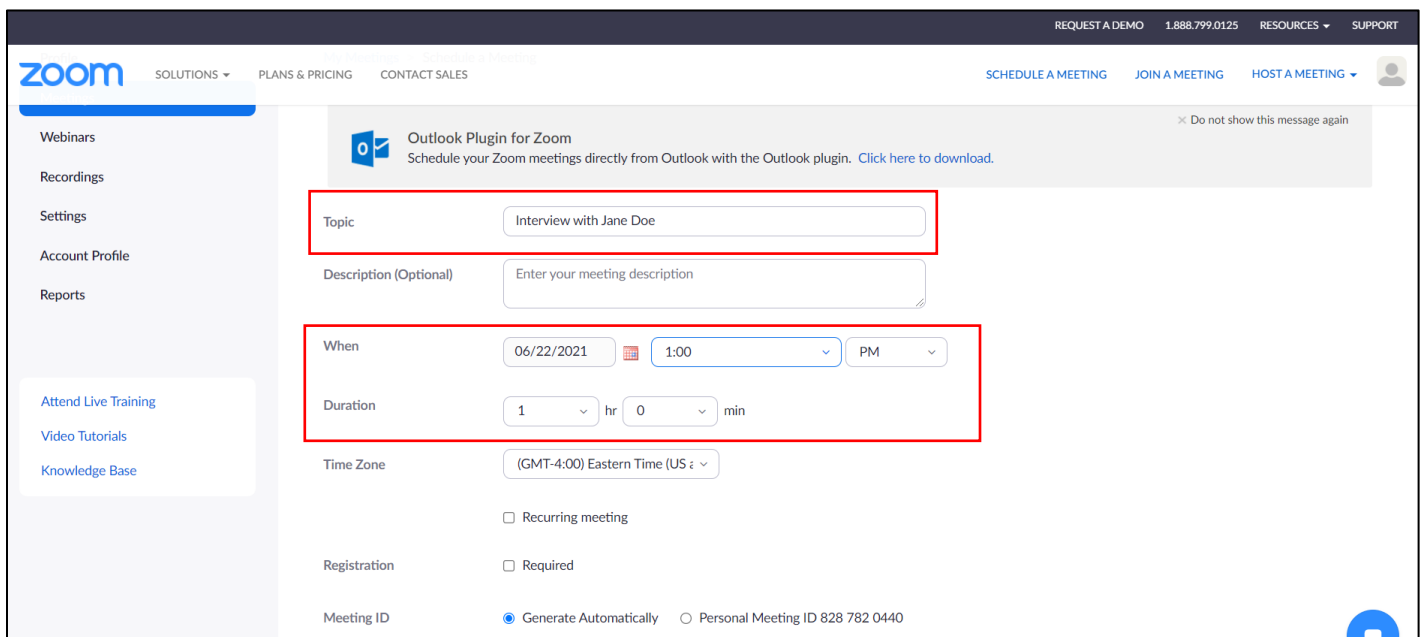
Section 8: Zoom Guide

Setting Up Your Zoom Recording

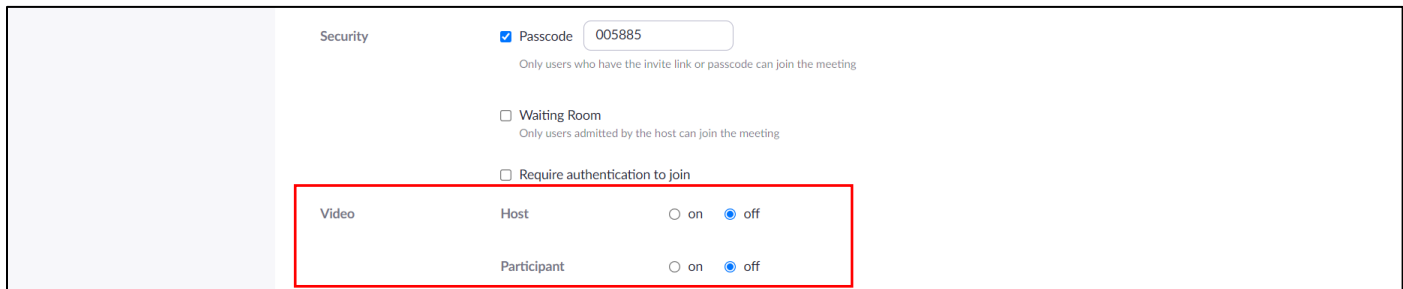
- Under the “Meetings” tab, select “Schedule a Meeting” [depending on what platform or system you are on, these buttons may appear in different locations]



- Fill out the specific information for your Meeting, including:
 - Topic, for example “Interview with Jane Doe”
 - Date
 - Time (make sure to select AM or PM)
 - Duration (1 hour, 1 hour 30 minutes, or 2 hours)

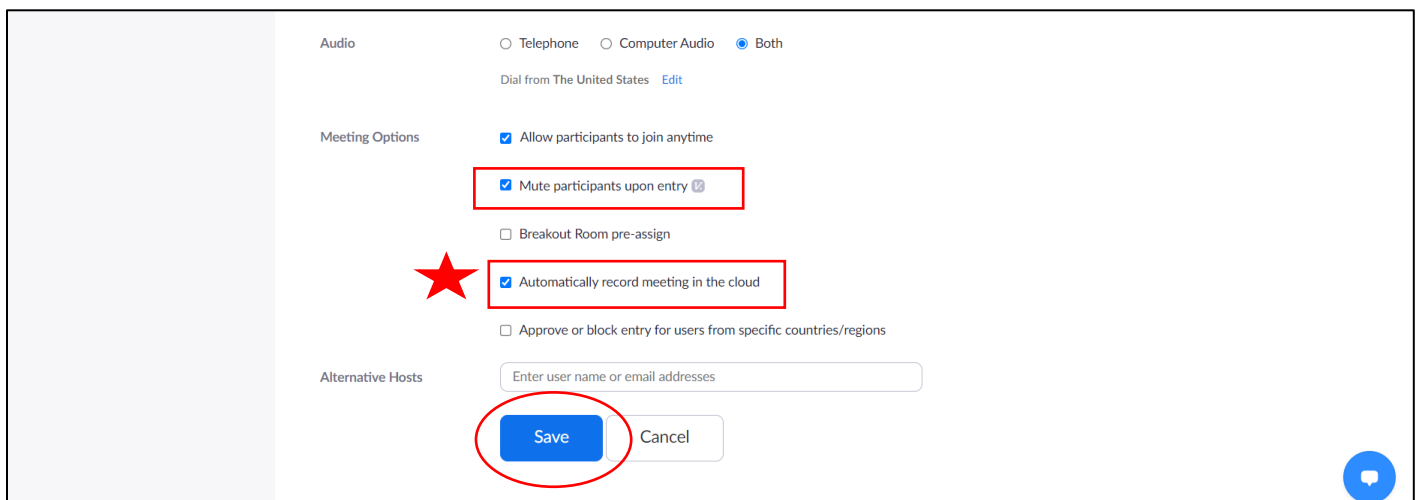


- You can select for the video to be on or off upon entry for both the interviewee and interviewer. It is recommended that the interviewer keep their camera on during the interview so that the interviewee feel like they are talking to someone.



A screenshot of the Zoom Security settings panel. The 'Security' section is active, showing a 'Passcode' field with the value '005885' and a note: 'Only users who have the invite link or passcode can join the meeting'. Below this are two unchecked options: 'Waiting Room' (with a note 'Only users admitted by the host can join the meeting') and 'Require authentication to join'. A red rectangular box highlights the 'Video' section, which contains two rows of radio button options. The first row is for the 'Host' with 'on' and 'off' options, where 'off' is selected. The second row is for the 'Participant' with 'on' and 'off' options, where 'off' is also selected.

- You can uncheck the mute participants upon entry box to ensure that the interviewee does not have to worry about unmuting themselves.
- Make sure you have checked the “Automatically record meeting in the cloud” box (if you don’t the interview will not be recorded)



A screenshot of the Zoom Meeting Options settings panel. The 'Audio' section shows 'Both' selected for 'Telephone', 'Computer Audio', and 'Both'. Below this is a 'Dial from The United States' link. The 'Meeting Options' section contains several checkboxes: 'Allow participants to join anytime' (checked), 'Mute participants upon entry' (checked and highlighted with a red box), 'Breakout Room pre-assign' (unchecked), 'Automatically record meeting in the cloud' (checked, highlighted with a red box, and marked with a red star), and 'Approve or block entry for users from specific countries/regions' (unchecked). The 'Alternative Hosts' section has a text input field labeled 'Enter user name or email addresses'. At the bottom, there are 'Save' and 'Cancel' buttons; the 'Save' button is highlighted with a red circle. A blue speech bubble icon is visible in the bottom right corner.

- Review all the selections and then click “Save”

- Once you Save your Meeting, you will have the option to save it to a calendar or copy an invitation link that you can paste in to an email (and send to yourself or your Interviewee).
- You can use this calendar invite, invitation link, or the scheduled meeting within the Zoom app to start the meeting.
- For full Zoom functionality, you should start the meeting from within the Zoom app, but if you join from the links it will still record the meeting.
- You can always get back to a pre-scheduled meeting by going to the “Meeting” tab.
- You can edit the settings of a meeting (like if you forgot to click the record setting) by selecting “Edit” at the bottom.
- The Municipal Archives can set up Zoom meetings for you and provide you with the Zoom links to conduct your recordings.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

Profile **Meetings** Webinars Recordings Settings Account Profile Reports

My Meetings > Manage "Interview with Jane Doe"

Start this Meeting

Topic Interview with Jane Doe

Time Jun 22, 2021 01:00 PM Eastern Time (US and Canada)

Add to Google Calendar Outlook Calendar (.ics) Yahoo Calendar

Meeting ID 963 7935 8439

Security Passcode ***** [Show](#) Waiting Room Require authentication to join

Invite Link <https://savannahga.zoom.us/j/96379358439?pwd=L3JYRXk0aFJzQ0FGenBESmRTY01Xdz09> [Copy Invitation](#)

Knowledge Base

Video Host Off Participant Off

Audio Telephone and Computer Audio

Dial from The United States

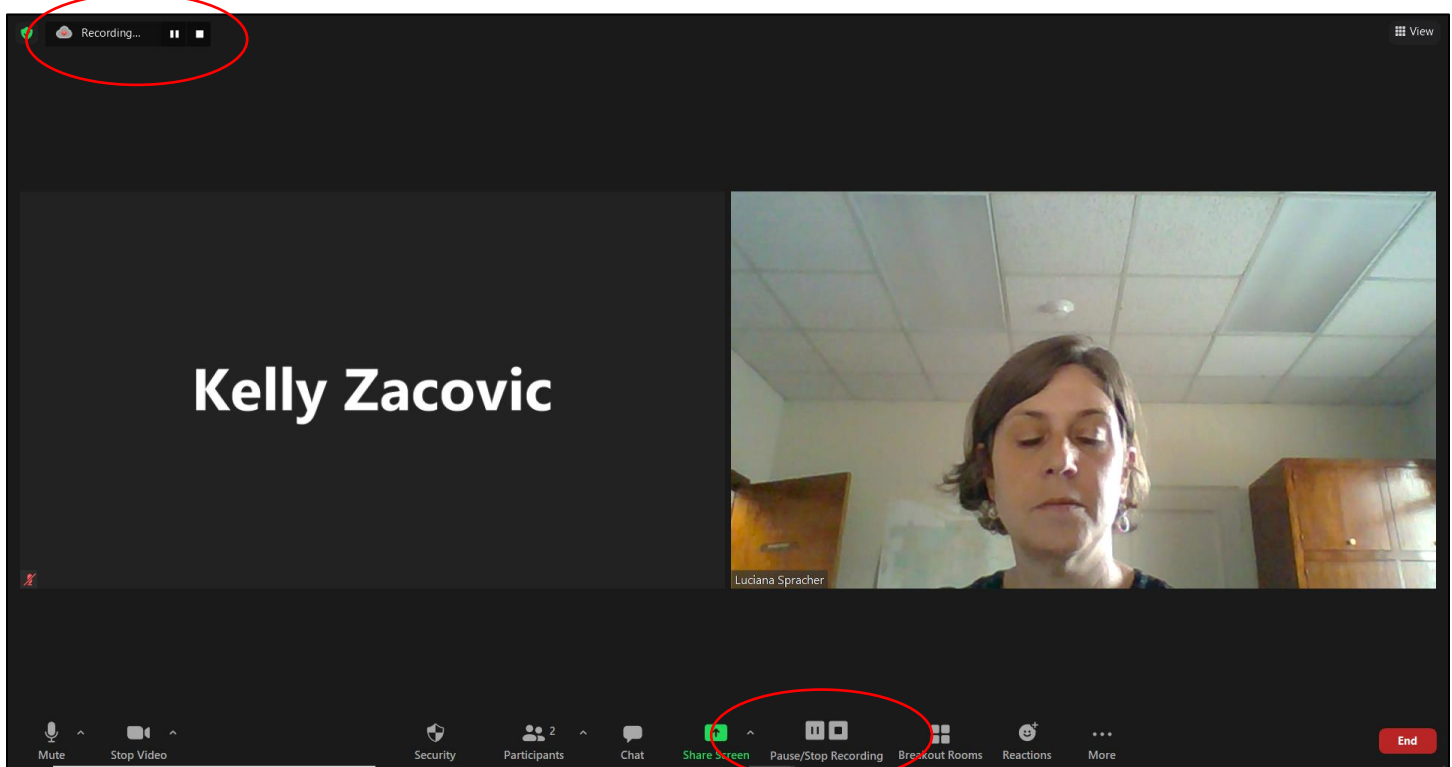
Meeting Options Allow participants to join anytime Mute participants upon entry Automatically record meeting in the cloud Approve or block entry for users from specific countries/regions

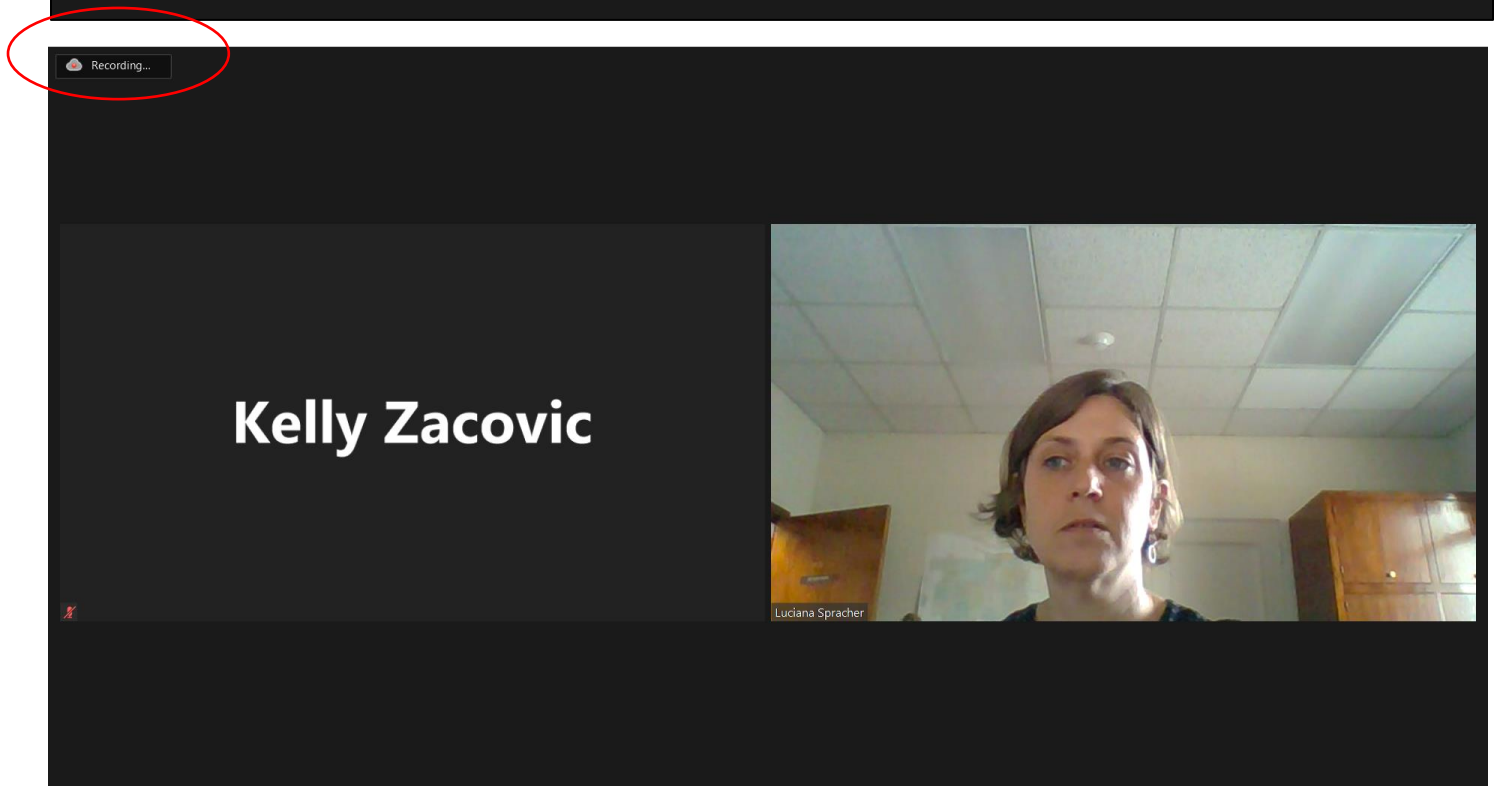
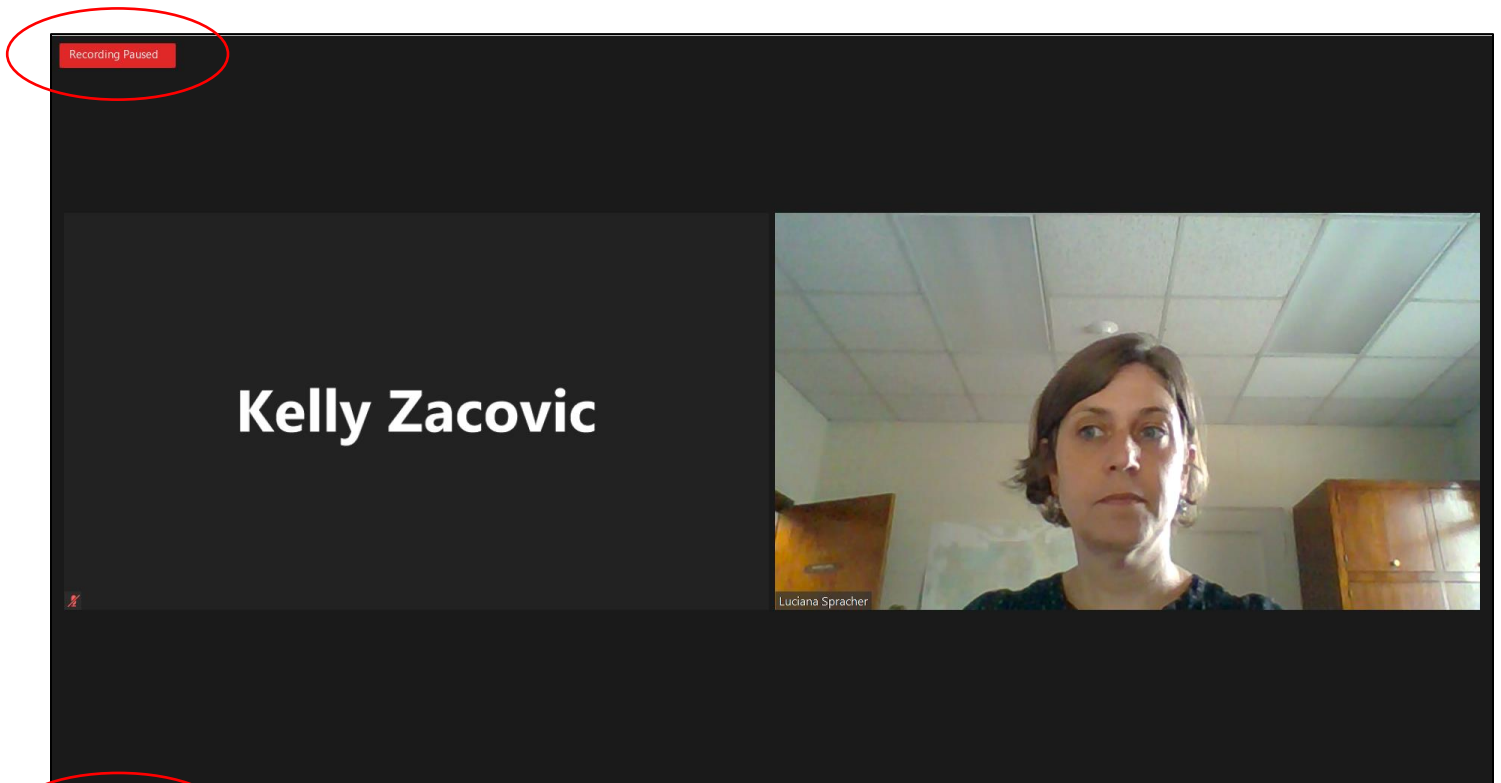
Start Edit Delete Save as Template

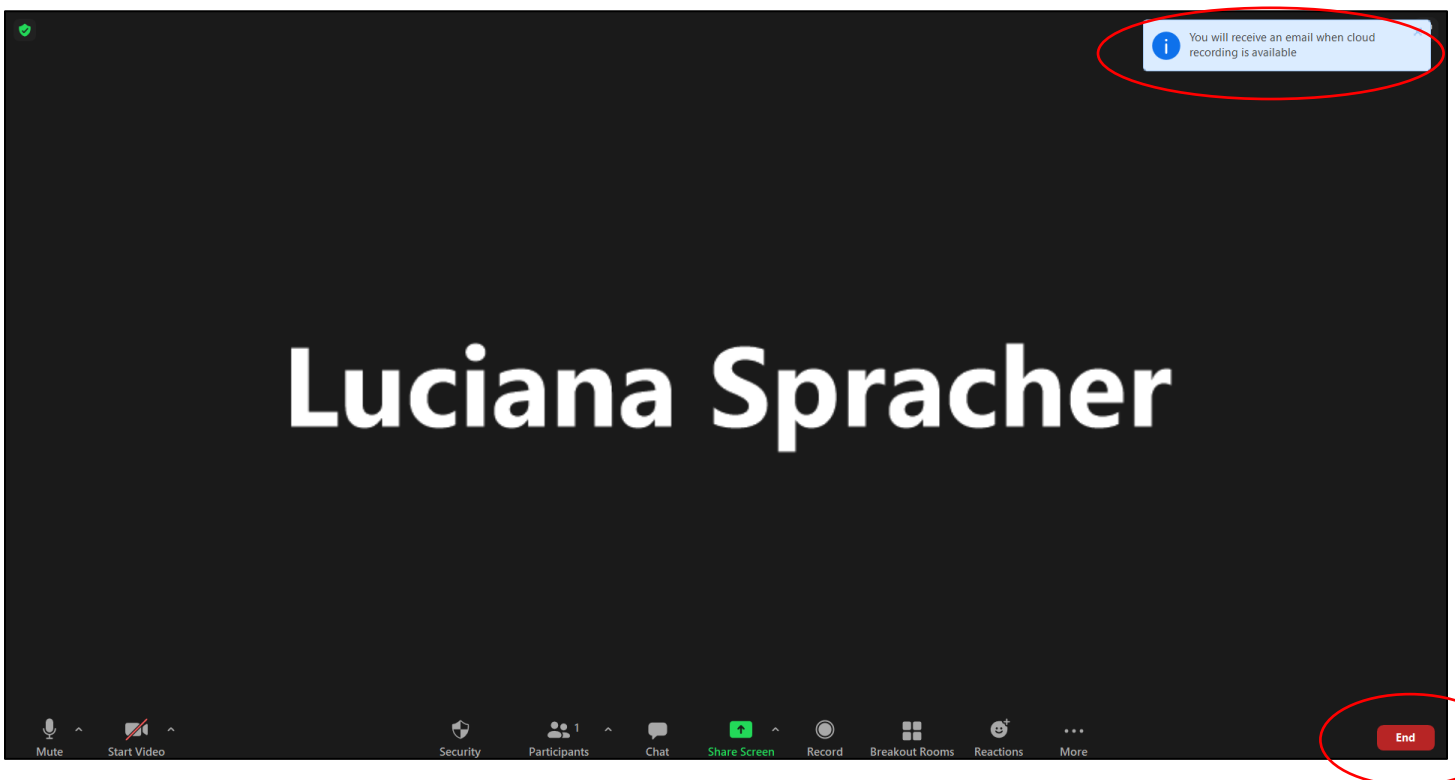
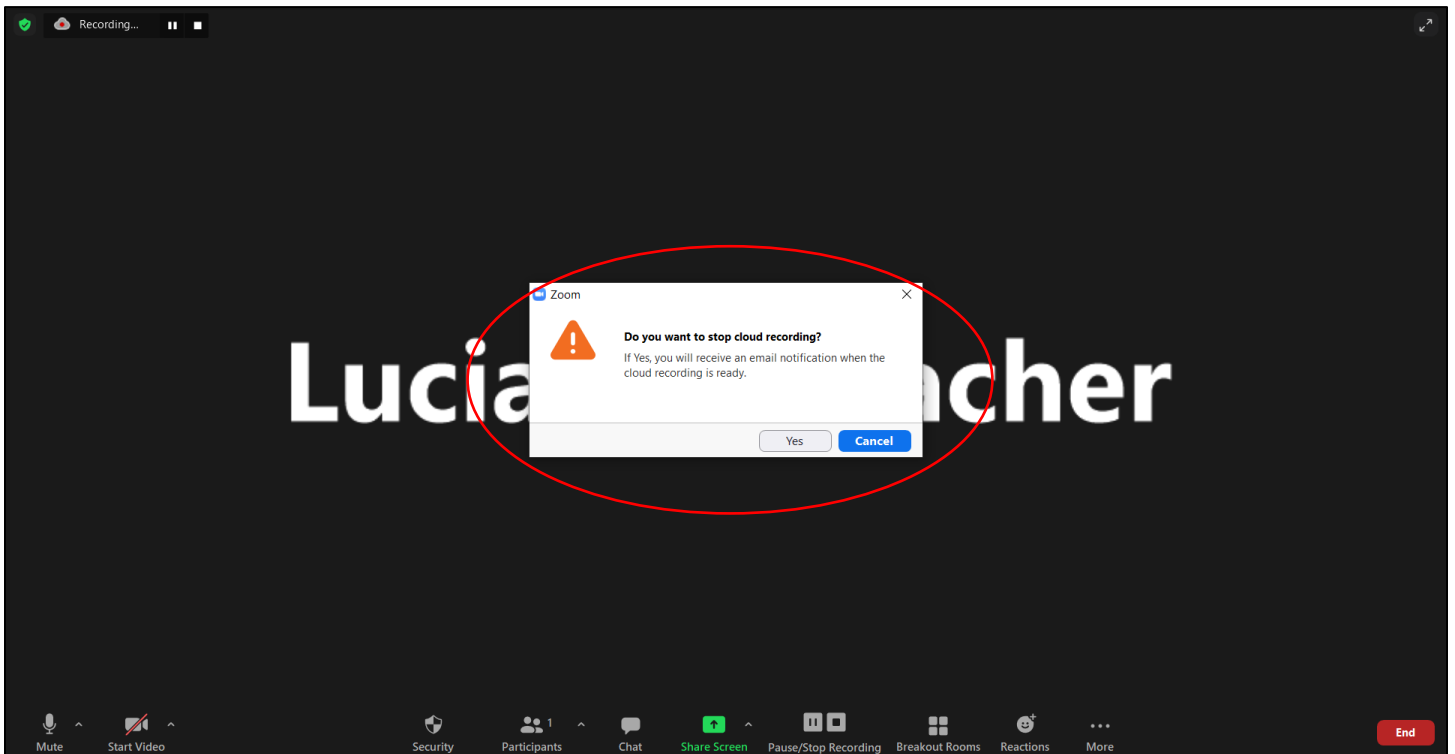
Want a webinar instead of a meeting? [Convert this Meeting to a Webinar](#)

Managing Your Zoom Recording Session

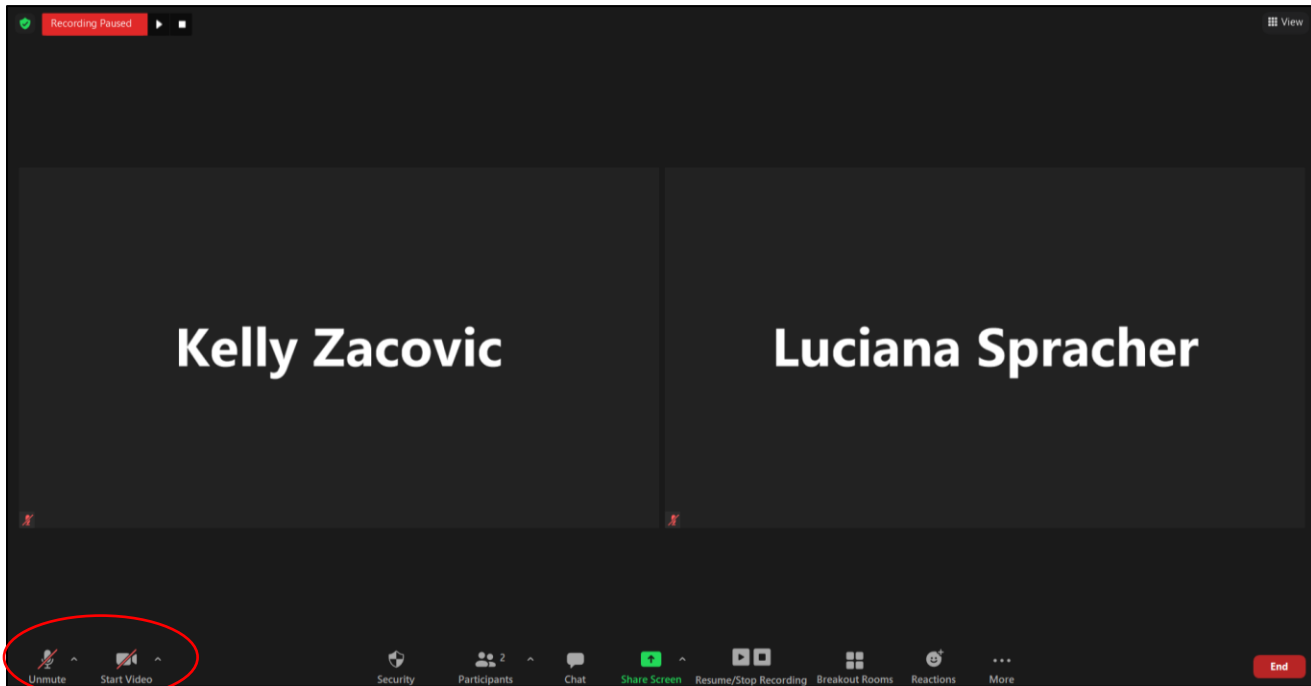
- Familiarize yourself with the location of the buttons to control the recording (they may be in a different location depending on whether you are on a Mac, PC, Chromebook, iPhone, etc.). For most desktops and laptops, they appear both in the upper left corner and in the lower control panel. The lower control panel may disappear until you hover over it.
- Note the little cloud with the red dot appears in the upper left when you are recording. When it is paused it says “Recording Paused.”
- If you click on the square “Stop” button it will ask you if you want to stop the recording and send it to the cloud. Only do this when the interview is done. You can click the pause button to take a break and then resume recording to keep going.
- If you accidentally stop the recording, restart it and we can stitch the files together.
- When you are finished with the interview, click the “Stop” button, click “Yes” to stop cloud recording. You will then receive a message notifying you that an email will be sent when the cloud recording is available. You can now end the meeting







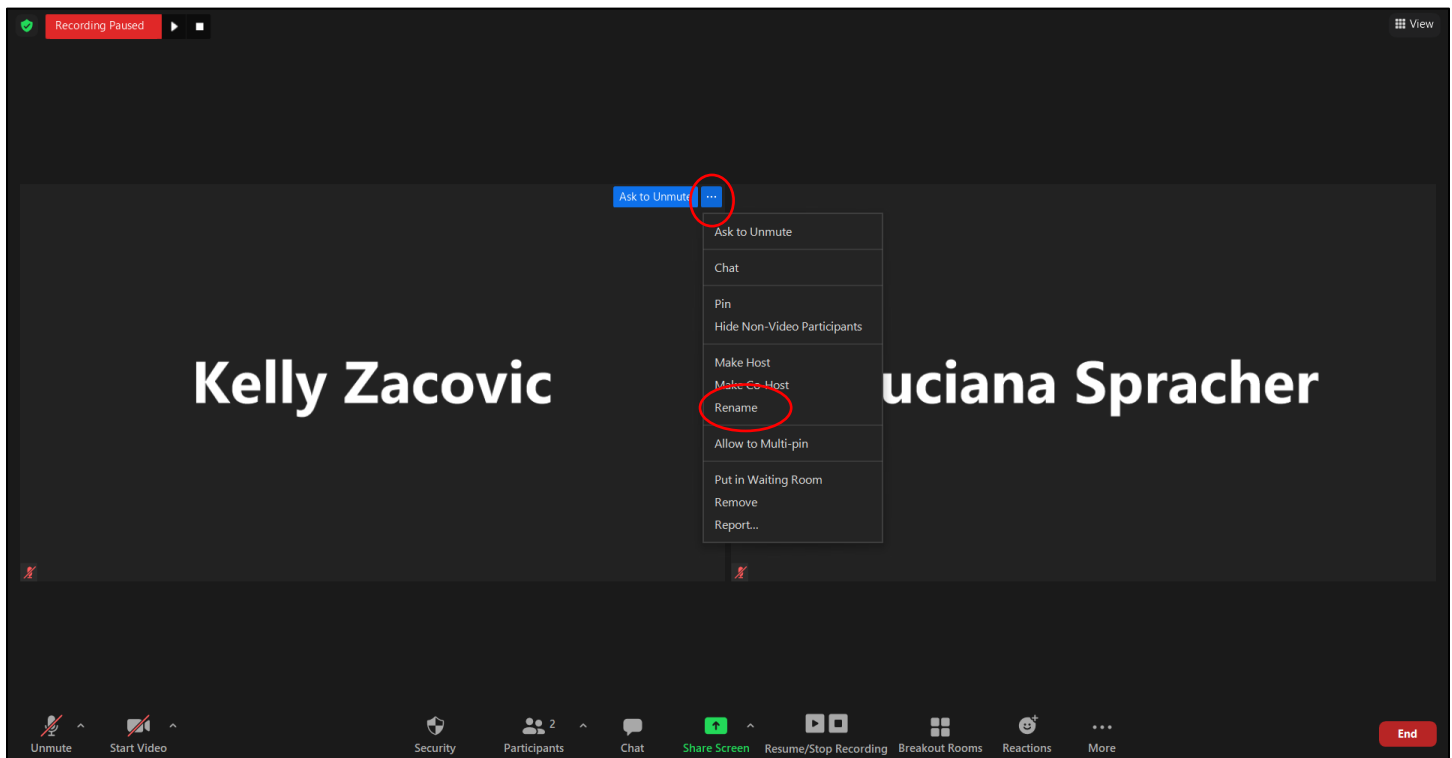
- There are buttons to control your video and audio settings in the lower left (they appear as a microphone and video camera). They may be located in a different area of the screen if you are using a phone. If you click on them, you can turn your camera and audio on and off. It is recommended that you, as the interviewer, keep your video camera on so that the interviewee feels like they are talking to someone and not just a blank screen. You will only be recorded when you are talking. So, the majority of the time the interviewee will be on the screen in the recording as they answer your questions.



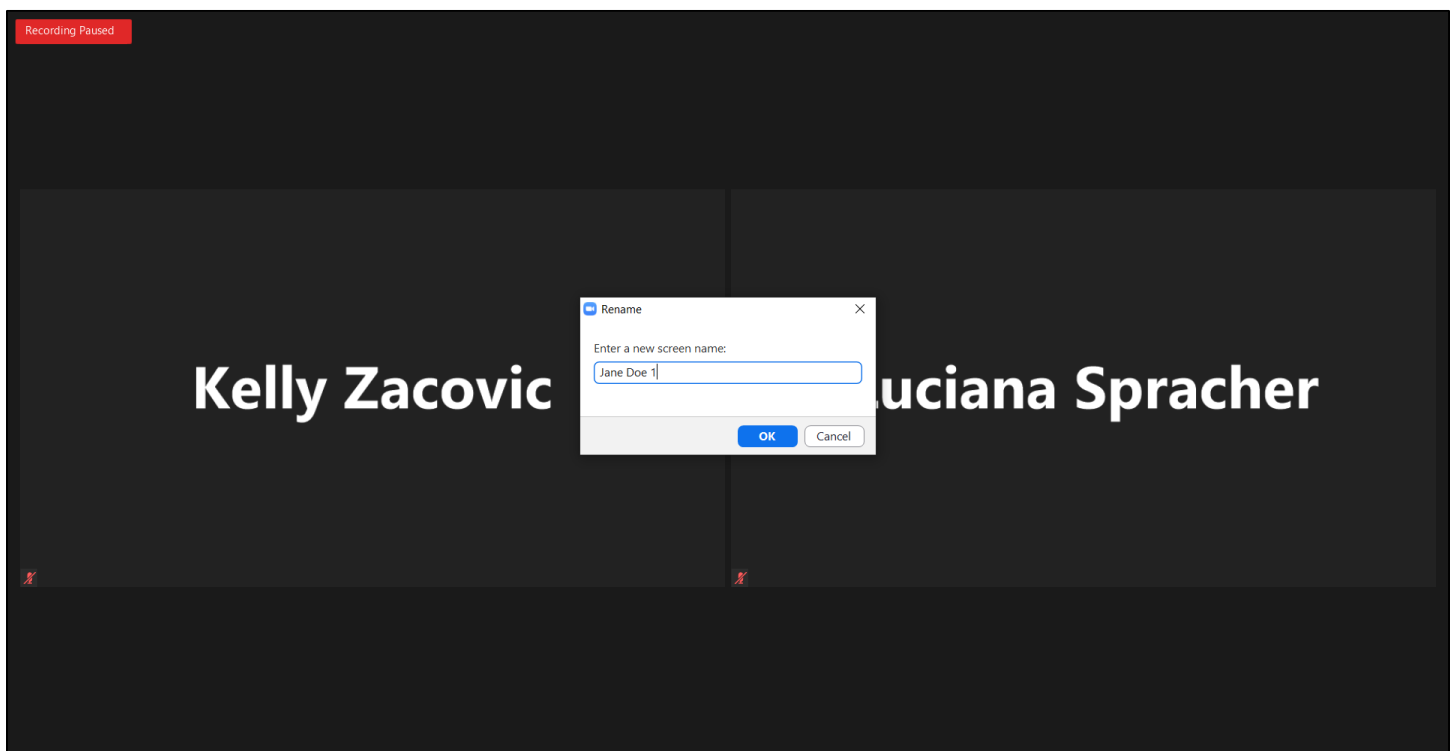
- You can change how you view the participants during the meeting by clicking on “View” in the upper right corner and selecting between speaker view, gallery view and full screen. Your selection will not change how the interview is recorded.

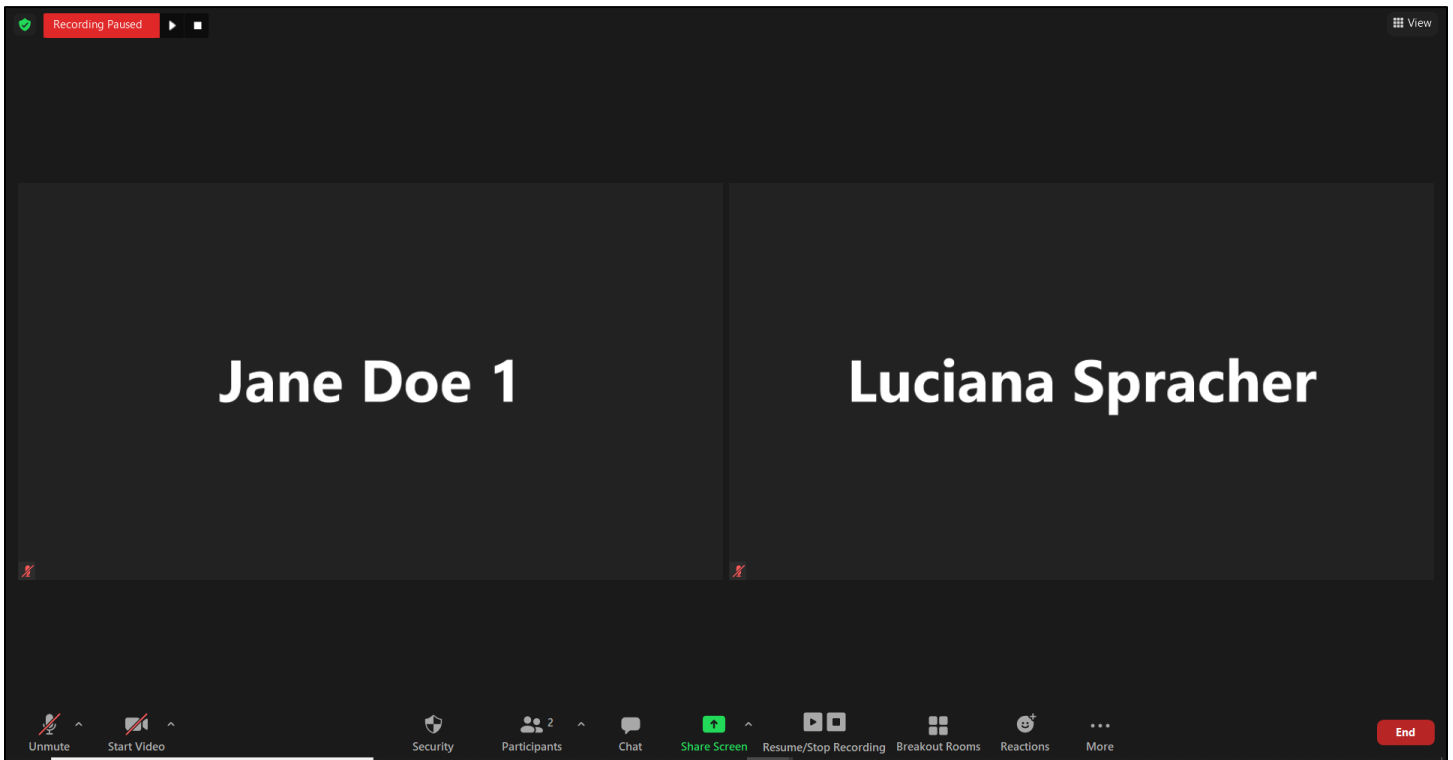


- There are three dots next to each person's name. If you log in to the meeting directly from the Zoom app, you will see a menu like this next to the interviewee's name allowing you to rename them. If not, then only they will be able to click on the three dots and rename themselves.



- When you select "Rename" a box will open allowing you to enter a new screen name.



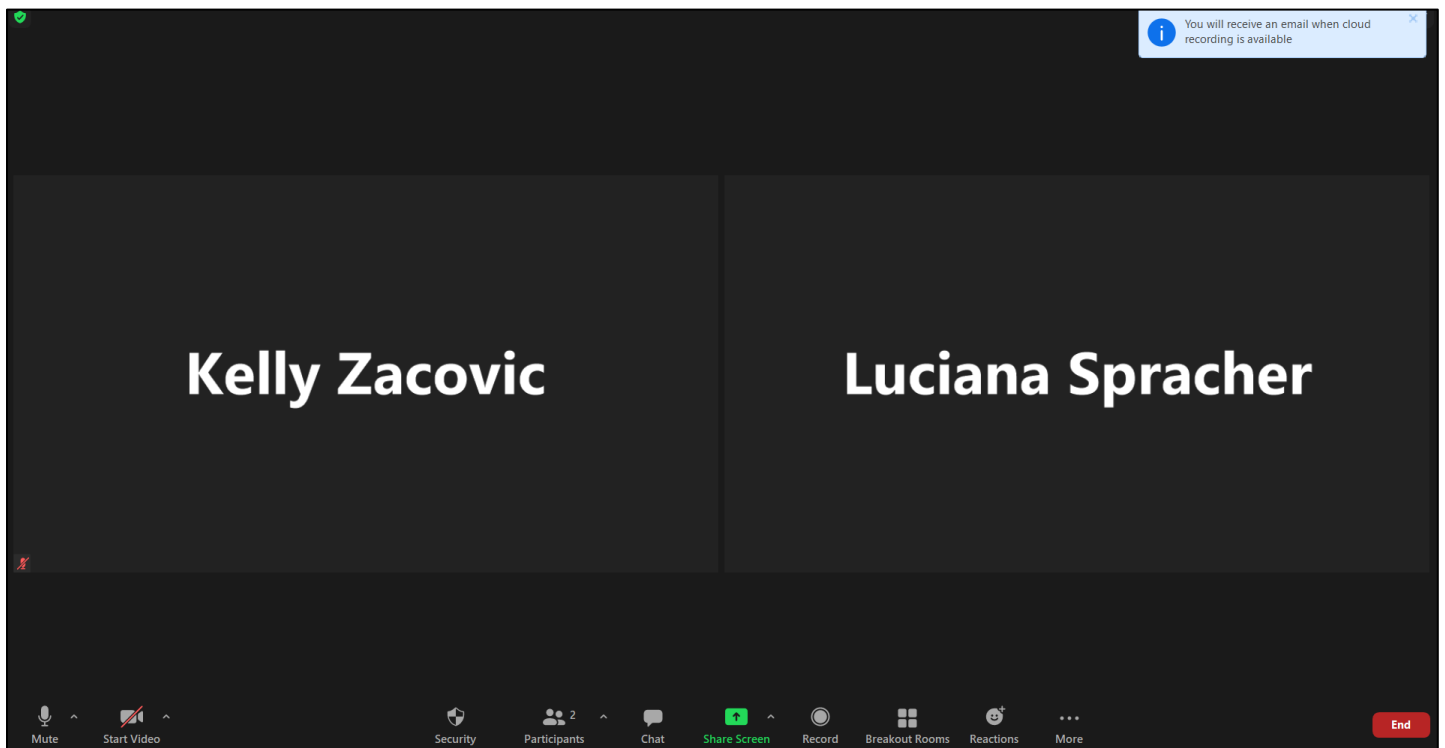
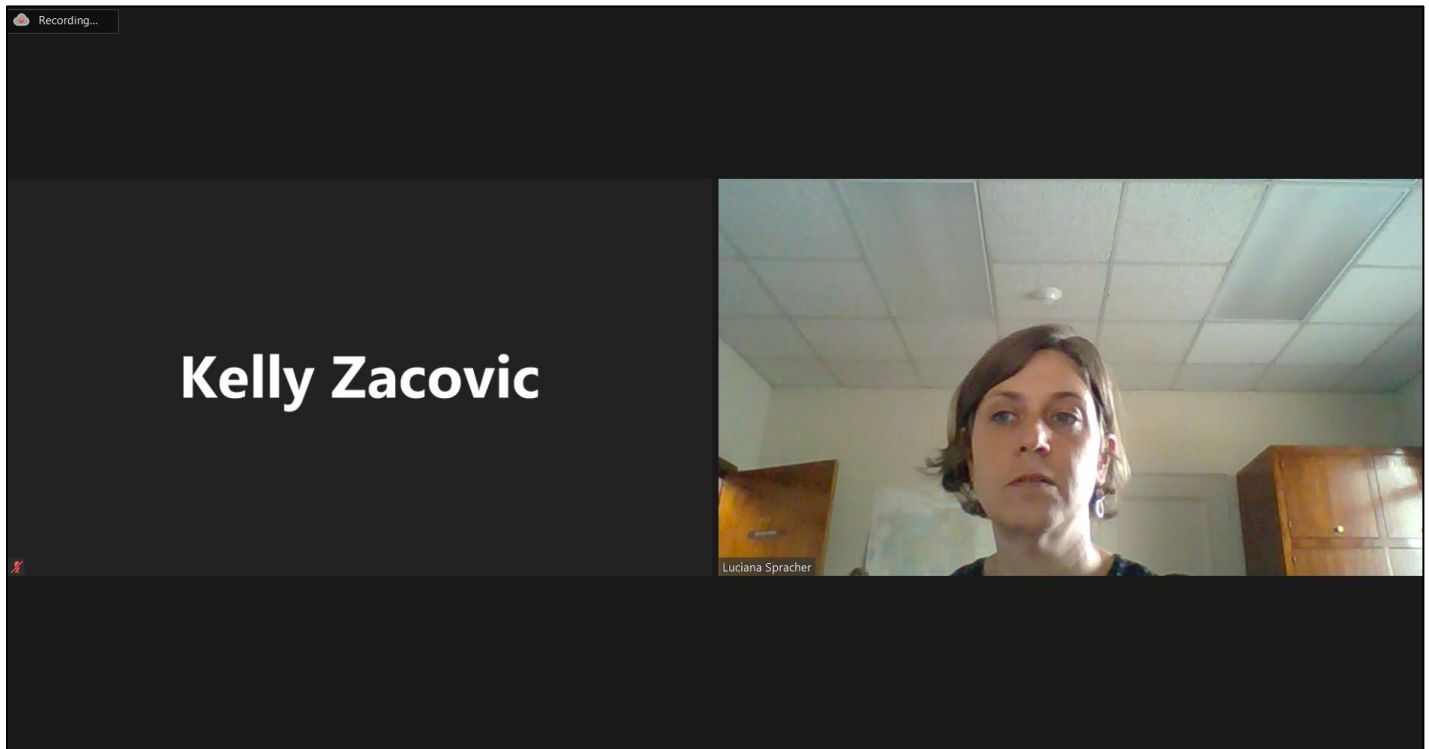


- When the recording has been stopped and sent to the cloud, reset their original screenname for them before ending the meeting.

What Will a Zoom Recording Look Like

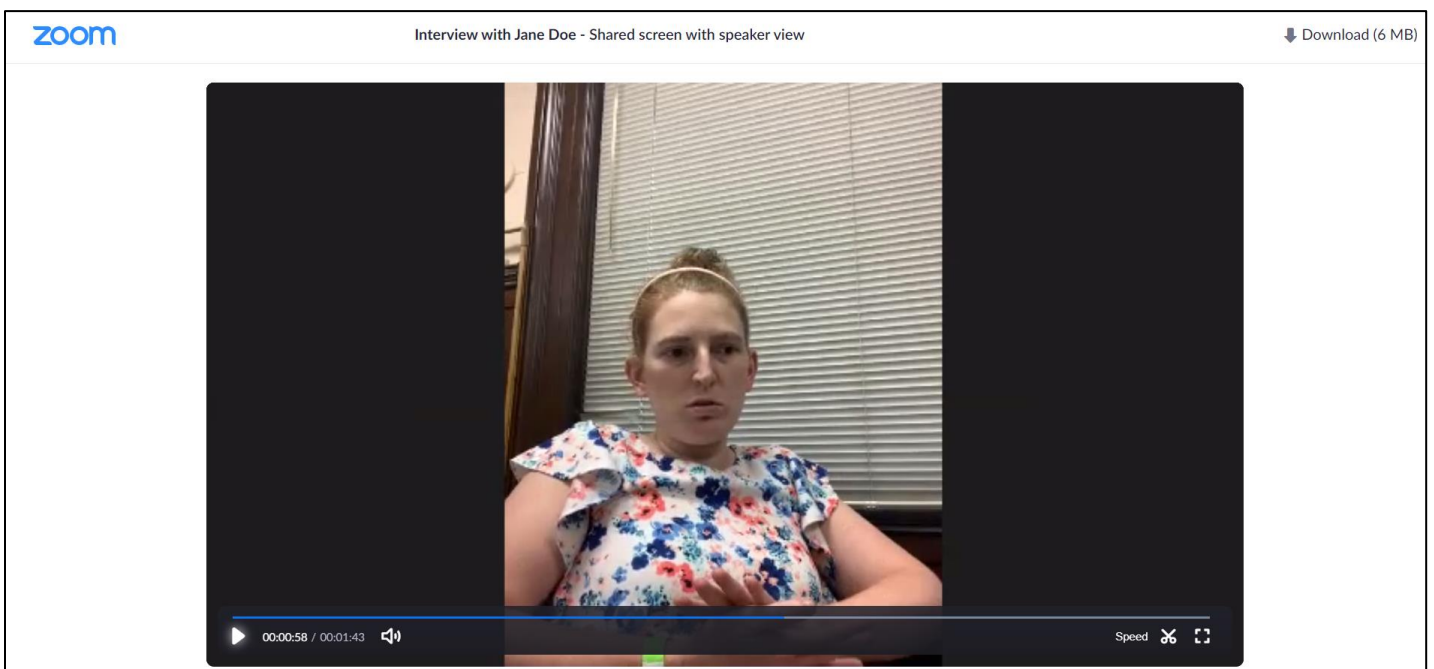
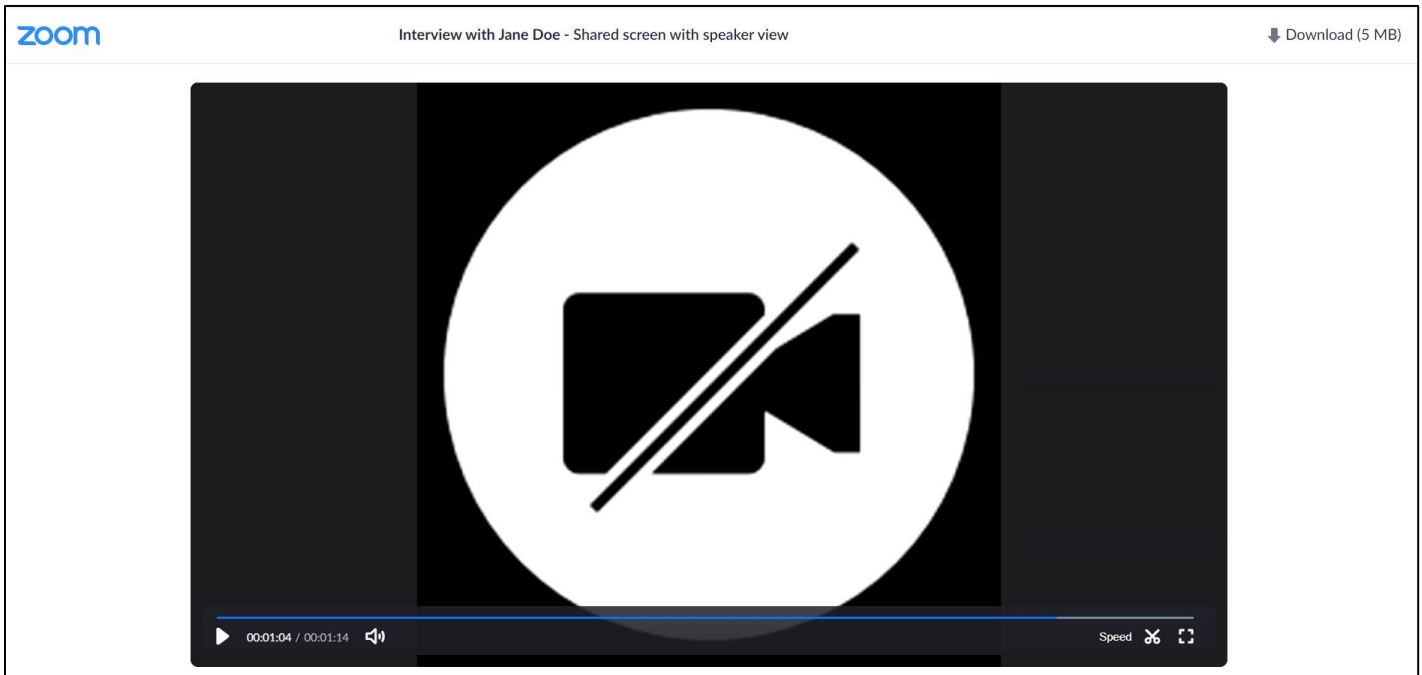
- While you are recording, participants will be able to see each other (either their faces or their names as they have presented them).

Screenshots while interview was being recorded



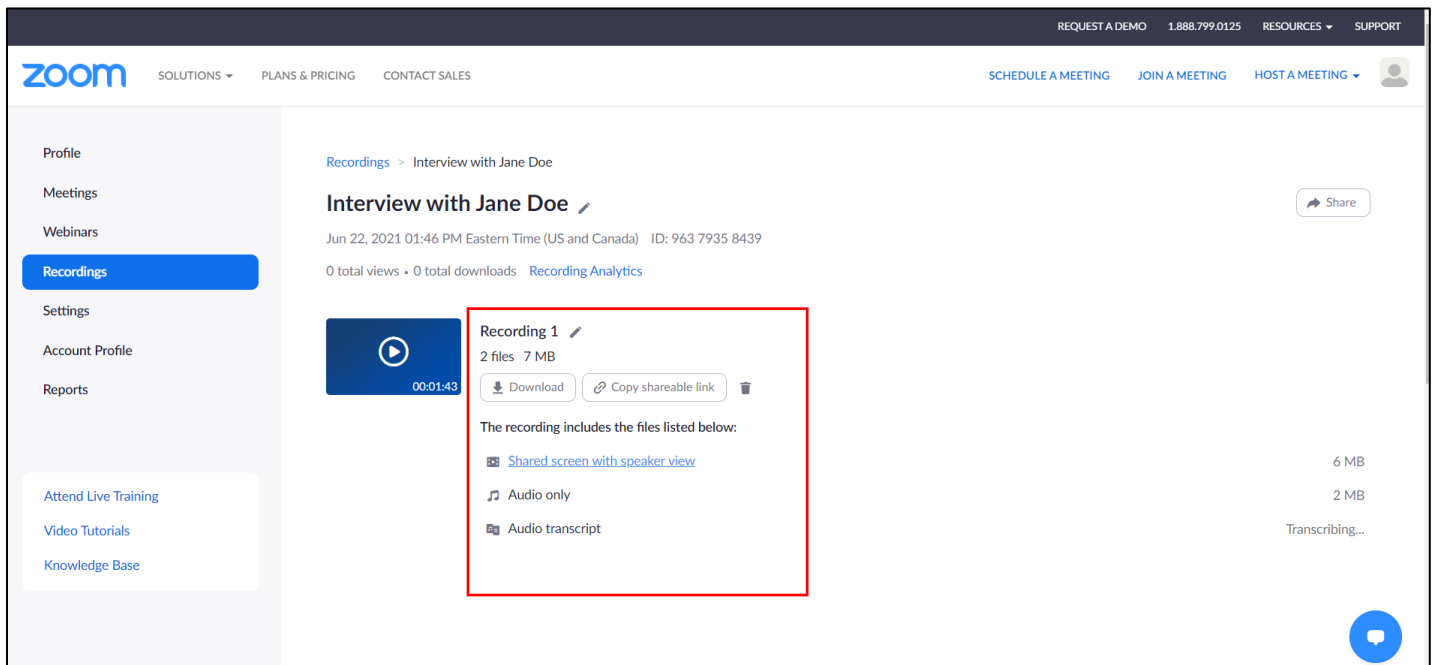
- However, the recording will show the only the screen of the person that is speaking at that point, and it will not show screen name as you have seen it during the interview.
- This may not be the case with everyone's version of Zoom (or in future versions of Zoom), so we still recommend setting screen names as people wish.

Screenshots from final recording



- The interview will be recorded to the cloud within the Zoom app producing three files, a video file (with speaker view, switching between participants as they speak), an audio file, and an audio transcript.

- Once the files have finished processing, you can copy the shareable link and paste into an email and send to the Municipal Archives for downloading.
- If you are using the Municipal Archives' Zoom account, we will get an email informing us when the files are ready for download.



- While Zoom does create an audio transcript, they are not ready for public distribution and will require a future step with volunteers to review and correct. This may be our next phase of the project, though our goal right now is collection.

Here is an example from a previous oral history, to show you the quality of the Zoom transcription service.

```

5
00:00:15.210 --> 00:00:18.060
Kelly Zacovic: Alright so today is October 19 2020

6
00:00:19.980 --> 00:00:26.850
Kelly Zacovic: archivist for the city of Savannah Municipal Archives and I'm interviewing Daniela Rodriguez for

7
00:00:27.420 --> 00:00:44.310
Kelly Zacovic: The Municipal Archives. This interview is being conducted through a video conference and it's being recorded for preservation. Thank you for being with us today. Miss Rodrigu

8
00:00:45.030 --> 00:00:53.580
Daniela Rodriguez: Okay, yes, I'm Daniella da ne Li ne Rodriguez are OD, or I G you eat seat.

9
00:00:54.480 --> 00:01:01.680
Kelly Zacovic: All right, thank you. So we'll just start getting a little bit of background on you. So if he tells where you were born.

10
00:01:02.820 --> 00:01:12.330
Daniela Rodriguez: I was born in Mexico. I was born in the south of Mexico, which is a state culture bus. I'm a Buddhist watermelon.

11
00:01:13.500 --> 00:01:16.740
Daniela Rodriguez: And that's what I was born. Um, it's a beautiful state.

12
00:01:18.030 --> 00:01:21.420
Daniela Rodriguez: And that's why, today I'm wearing like something traditional from that area.

13
00:01:23.970 --> 00:01:25.800
Kelly Zacovic: Do you want to tell us at all about what you're wearing

14
00:01:26.670 --> 00:01:32.880
Daniela Rodriguez: She's like a traditional dress from from Chiapas Mexico, which is where I was more

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